

# CHILD CARE CENTER RECORD REQUIREMENTS

Michigan Department of Human Services  
Bureau of Children and Adult Licensing

Date	License Number
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## REQUIRED STAFF AND VOLUNTEER RECORDS

Program Director credentials; live scan fingerprinting – 8113(9), (10), (13), MCL 722.115c

Lead Caregiver credentials – 8122(6)

Infant/Toddler Leads at least 3 credits/4.5 CEUs infant/toddler training – 8122(9)

School-age Site Supervisor credentials – 8119(2)

Internet Criminal History Access Tool results on all staff before hire – 8125(4)

DHS central registry check for all staff prior to being present at the center and volunteers before unsupervised contact with children – 8125(7), (8)

Criminal history clearance results or self-certifying statement for volunteers before unsupervised contact with children – 8125(6)

If staff hired after 1/1/14 resided outside of Michigan as a adult within the 10 years immediately preceding hire, a request to those states for a criminal history check and central registry clearance – 8125(9)

Updated criminal history check and central registry clearance every two years at renewal – 8125(10)

Written statement signed by all staff and volunteers at the time of hiring or before volunteering confirming notification of center's children's protective services policy and requirements of the Child Protection Law – 8125(12)

Infant, child and adult CPR (annually) and first aid (every 3 years) training for early childhood program directors, lead caregivers and other staff as needed (someone always one on duty) – 8131(7)

Child and adult CPR (annually) and first aid (every 3 years) training for school-age program directors, site supervisors and other staff as needed (someone always one on duty) in programs only serving school-age children – 8131(8)

Blood-borne pathogen training before unsupervised contact with children – 8131(3)

Documentation of 16 clock hours of annual professional development – 8131(4)

Documentation of Safe Sleep and Shaken Baby Syndrome training for infant/toddler caregivers – 8131(2)

TB test on all staff before hire and volunteers with contact at least 4 hours per week for more than 2 consecutive weeks – 8128

Copy of staff driving record and copy of valid operator's license with appropriate endorsement for all non-volunteer drivers – 8750(2)

A self-certifying statement confirming compliance with 400.8750(1) for volunteer drivers – 8750(2)(b)

## REQUIRED CHILD RECORDS

Completed Child Information Record (BCAL-3731), updated annually or when the center becomes aware of changes – 8143(1), (2)

Certificate of immunizations for children under school-age or waiver addressed to DCH at initial attendance – 8143(3)

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### REQUIRED CHILD RECORDS (cont.)

Updated immunizations after 4 months for children under school-age not up to date at enrollment – 8143(4)

Within 30 days of attendance, a physical done within last 3 months for infants, within last 6 months for toddlers, and within last year for preschoolers or statement of good health if religious objector – 8143(6), (9):

Updated yearly for infants/toddlers – 8143(7)

Updated every two years for preschoolers – 8143(7)

Annually for religious objector statement – 8143(9)

Parent signed statement that school-age child is in good health, immunizations are up-to-date or waiver on file at school, updated annually – 8143(8)

Written parental permission for field trip participation at time of enrollment or before each field trip – 8143(11)

Annual written permission for routine transportation – 8149(1)

Written parental permission for all transportation not considered routine before each trip – 8149(2)

Prior written permission for prescription medication and non-topical, non-prescription medication – 8152(2)

Annual written parent permission for topical, non-prescription medications (sunscreens, insect repellents, diaper ointment) – 8152(8)

Signed parental permission for a child 33-36 months old to be enrolled in 3 year old classroom when developmentally appropriate – 8182(5)

Signed parental permission for a child 45-48 months old to be enrolled in 4 year old classroom when developmentally appropriate – 8182(6)

Signed parental permission for a child 57 months old until a school-ager to be enrolled in school-age classroom when developmentally appropriate – 8182(7)

Written permission from infant's physician when an alternate sleeping position is necessary – 8188(7)

Written documentation that the parent received the written information packet – 8146(2)

Daily record for infants, toddlers, and child with special needs when requested that includes:

Food intake info

Sleeping patterns

Elimination patterns

Developmental milestones

Changes in child's usual behavior – 8146(3), (4)

Written parental permission to swim, if applicable – 8810(1)

Parental waiver for use of school playground not inspected as required by 400.8170(11) for school-age children – 8170(19)

Written parental agreement if parent has agreed to provide food, milk or formula – 8330(2)

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## REQUIRED CENTER RECORDS

Written staff/volunteer screening policy – 8125(3)(a)

Written policy regarding supervision of volunteers – 8125(3)(b)

Written plan to assure compliance with the Child Protection Law – 8125(11)

Written ongoing professional development plan – 8131(5)

Written discipline policy – 8140(4)

Updated equipment inventory at renewal – 8173(7)

Accurate daily attendance record with child's first and last names, arrival and departure times – 8143(10)

Written incident report within 72 hours of the occurrences outlined in 400.8158(1)-(2) – 8158(3), (4)

A written plan for when and how parents will be notified when changes in child's health, a child experiences accidents, injuries or incidents, or when the child is too ill to remain in the group – 8155(1)

A written policy detailing when child, staff and volunteers will be excluded due to illness – 8155(5)

Written log of fire drills practiced quarterly and two tornado drills practiced Apr-Oct – 8161(5), (6), (7)

Record of medication administration, including signature of caregiver administering the medication – 8152(9)

Written information packet to parents including:

- Admission/withdrawal criteria

- Schedule of operation

- Fees

- Discipline policy

- Food service policy

- Program philosophy

- Typical daily routine

- Parent notification plan for accidents, injuries, incidents, illnesses

- Exclusion policy for child illnesses

- Notice regarding the licensing notebook – 8146(1)

Floor plan of child use areas – 8167(3)

Alternative outdoor play area specified to department in writing, if applicable – 8170(5)(c)

Documentation that outdoor play equipment, use zones and surfacing have been inspected by a certified playground safety inspector – 8170(11)

Documentation of primary caregiving assignments – 8185(5)

Documentation of weekly site visits by School-age Multi-site Program Director – 8116(2)

Annual motor vehicle inspection – 8720(2), (3)

Certification that vehicle is in compliance with Michigan vehicle code safety requirements – 8720(4)

Vehicle insurance and registration – 8750(1)(d)

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### REQUIRED CENTER RECORDS (cont.)

Fire Inspection before original issuance and every 4 years thereafter at renewal – 8510(4)

Inspection of fuel-fired furnace and water heater every 2 years at renewal – 8510(6); Current boiler inspection – 8510(5)

Documentation of inspection or service of fire extinguishers – 8545(3)

Lead hazard risk assessment for newly licensed centers located in buildings built before 1978 and centers licensed prior to 12/7/06 by 1/2/17 – 8380(8)

Integrated pest management program and notices to parent, if applicable – 8380(9)

Crisis management plan in a place known and easily accessible to staff – 8161(1)(e), (4)

Environmental health inspection for all centers at original issuance, for programs with food service and private well and/or septic at renewal, prior to adding a food service program or an infant/toddler program, and when requested by the Department – 8305(2)

Licensing notebook, including all licensing inspection and special investigation reports and related corrective action plans – 8110(4)

### REQUIRED POSTINGS

Current license and if applicable, the letter extending the license beyond the expiration date – 8110(3)(a)

Copy of current rules and a copy of any variances granted – 8110(3)(b)

Statement that criminal history checks are completed on employees and whether the center requires a criminal history check on volunteers – 8110(3)(c)

A typical daily routine – 8179(6)

Dated menus with substitutions noted the day they occur – 8330(10)

Emergency procedures and evacuation plans for fire, tornado, other natural or man-made disasters, serious accident/illness/injury – 8161(1)

Emergency numbers, the center address and two main cross streets by each telephone – 8164(3)

Guidelines for diapering posted in diapering area – 8137(7)

Guidelines for hand washing posted in food preparation areas, in toilet rooms, and by all hand washing sinks – 8134(4)

Exit signs posted at all exterior exits – 8525(13)

List of CPSC recalled products provided by the department (in MCCM) – 8173(2)

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